



NUMBER 5305.3  
DATE May 23, 1966

## Department of Defense Instruction

ASD(A)

### SUBJECT

Department of Defense Space Occupancy Guide  
for the National Capital Region

- Refs.: (a) Executive Order 11035, "Management of Federal Office Space, "  
July , 1962  
(b) Federal Property Management Regulations, GSA  
(c) DoD Instruction 5305. 3, subject as above, November 14, 1963  
(hereby cancelled)

### I. PURPOSE AND APPLICABILITY

This Instruction Implements provisions of references (a) and (b) by prescribing policies and criteria for the assignment and use of administrative **space** by Department of Defense components in the National Capital Region (NCR).

### II. CANCELLATION

Reference (c) **is** hereby superseded and **cancelled**.

### III . SCOPE

The **National Capital** Region includes the **District of** Columbia; Montgomery and Prince Georges counties in Maryland; Arlington, Fairfax, Loudoun, and Prince William counties in Virginia, and the **cities** of Alexandria, Fairfax, and Falls Church **in** Virginia.

### IV. POLICIES

- A. The Department of Defense **will** promote and enforce efficient space utilization in the **National** Capital Region on the basis of the policies and standards contained herein, with due consideration for **economy**, the **National** Defense, the need for consolidation, and service to the public or Government as a whole.
- B. DoD organizations conducting **essential operations in the** National Capital Region **will be provided** administrative space in accordance with the space allowance criteria **described** below, **subject** to availability of space.
- c\* The **DoD will** not seek new leased space **when** requirements can be satisfactorily met in **Government-owned** buildings or **space** presently under lease to the **Government**.

D. **Layout** of assigned **space will be in consonance with the space allowances contained herein. However, currently occupied space will not be modified solely to meet the criteria outlined in this occupancy guide.**

V. **SPACE ALLOWANCE CRITERIA**

A. **General**

Reference (b) prescribes the general policies and guide lines for all Federal agencies in the assignment and use of space. With the concurrence of the Commissioner, Public Buildings Service, General Services Administration, the following space allowances will be used as the DoD Occupancy Guide for the National Capital Region in place of the table of space allowances shown in reference (b).

B. **Private Office Space Allowances**

1. Due to the wide variation in position titles and organizational structure **within** the DoD, the position titles shown below **will** not be directly applicable in **all** cases. In assigning space categories, consideration **will** be given to the **entire** organizational structure involved and the relative relationship of positions within the **organization**.
2. Assignment of private offices in the P-4, P-5, and P-6 categories will be based on demonstrated functional **need**, as well as a combination of rank/grade and position title.
3. **In** those buildings with nonconforming modules, **minimum necessary** adjustments in private office sizes may be made.

4.

<b><u>Space Category</u></b>	<b><u>Assignment</u></b>	<b><u>Allowance # (Net Sq. Ft. )</u></b>
P-1	<b>Secretaries of Military Departments</b> <b>Chairman, Joint Chiefs of Staff</b> <b>Chiefs of staff</b> <b>Commandant of the Marine Corps</b> Director of Defense Research & Engineering Assistant <b>Secretaries</b> of Defense & General Counsel Principal Deputy <b>Director</b> of Defense Research & <b>Engineering</b> Under Secretaries of <b>Military Departments</b> Vice Chiefs of Military Semites Assistant <b>Secretaries</b> of <b>Military Departments</b> <b>Assistant Commandant</b> of the <b>Marine Corps</b> Directors of Defense Agencies Director, <b>Joint Staff</b>	600

<u>Space Category</u>	<u>Assignment</u>	<u>Allowance # (Net Sq. Ft. )</u>
P-2	<p>The special Assistant to the Secretary and Deputy Secretary of Defense Assistant to the Secretary of Defense <b>(Atomic Energy)</b> Assistant to the Secretary of Defense <b>(Legislative Affairs)</b> Deputy Directors, Defense Research &amp; <b>Engineering, and Deputy</b> General Counsel General <b>Counsels</b> of <b>Military Departments,</b> and Assistants to the Secretaries of <b>Military Departments</b> Deputy Assistant Secretaries of Defense Deputy Under Secretaries of <b>Military Departments</b> Deputy Assistant Secretaries of <b>Military Departments</b> Joint Staff Directors Deputy and Assistant Chiefs of <b>Military Services</b> Heads of Directorates, Agencies, Commands, Bureaus, and Offices reporting directly to positions in P-1 Executive Assistants <b>in</b> Grade <b>GS 18</b> or equivalent</p>	400
P-3	<p>Executive Assistants in <b>Grades GS-17/16</b> <b>Division Heads in Grade GS-16</b> or <b>Brig. Gen.</b> and above, comparable positions Deputies to positions in P-2 category</p>	300
P-4	<p><b>Division Heads in Grades GS-15/14</b> or Colonel who require private offices, comparable positions Branch Heads <b>in</b> Grades <b>GS-15/14</b> or Colonel who report to <b>Division Heads in</b> P-3 category and require private offices, comparable positions Deputies <b>to</b> positions in P-3 category, who require private offices <b>Professional or administrative</b> personnel <b>in</b> Grade <b>GS-16</b> or <b>Brig. Gen.</b> and above who require private offices</p>	200
P-5	<p><b>Division Heads in Grade GS-13</b> or <b>Lt. Col.</b> who require private offices, comparable positions Branch Heads in Grades <b>GS-15/14/13</b> or Colonel and Lt. Col. who report to Division Heads <b>in</b> P-4 category and require <b>private</b> offices, comparable positions <b>Professional or administrative</b> personnel <b>in</b> Grades <b>GS-15/14</b> or Colonel who require <b>private</b> offices -- -</p>	150

Space Category	Assignment	Allowance # (Net Sq. Ft)
P-6	<b>Branch</b> Heads in Grade <b>GS-12, Major</b> and <b>below</b> who require private offices, <b>comparable positions.</b> Professional or administrative personnel in Grade (3S-13, Lt. Col., and below who require private offices.	100

c\* Open Office Spate Allowances

Space Category	Assignment	Allowance # (Bet Sq. Ft. )
o-1	Unit <b>Supervisors</b> in Grade <b>GS-9, E8, WO,</b> 01, or <b>above</b> , who supervise six or <b>more</b> employees.	110
o-2	Professional and administrative personnel in Grade <b>GS-7, E8, WO,</b> 01, or above. Unit <b>Supervisors</b> in Grade <b>GS-8, E7,</b> or <b>below</b> , who supervise <b>six</b> or <b>more</b> employees.	90
o-3	Clerical, stenographic, and all other personnel	60

# Space **allowances** include sufficient space for furniture and equipment normally associated with the position. In addition, open office space allowances include a circulation or layout factor.

D. Unit Equipment Space Allowances

1. The term "unit equipment" refers to those items of furniture and **equipment** housed In Open Office Type **Space** which are not assigned to **any** one open work station, but are used by a **number** of **individuals**.
2. **Listed** below **are common items** of unit furniture and equipment and the square footage of **floor** space they require. **Working area** is Included where appropriate. The space **requirements for items not listed** may be calculated from actual measurements or by using the **items** below as a guide.

Item	Square Feet
Bookcase, 13 x 33	6
Bookcase, unitized, 22 x 3.8	4
Cabinet, storage and wardrobe, 18 x 24	6
Cabinet, storage and wardrobe, 18 x 36	9

<u>em</u>	<u>Square Feet</u>
Cabinet, storage and vardrobe, 24 x 36	11
Cabinet, stationery, 18 x 36	9
Cabinet, filing, letter size, 15 x 25	6
Cabinet, filing, legal size, 18 x 25	7
cabinet, filing, safe, 19 x 28	8
Cabinet, filing, map and plan, 36 x 48	20
Cabinet, filing, map and plan, 36 x 60	25
Chair, side	4-6
Chair, lounge	10
costumer	4
Credenza 18 x 66	9
Locker, clothing, 18 x 21	5
Locker, clothing, 36 x 21	9
Safe, one door, 21 x 23	8
Safe, one door, 27 x 27	10
Safe, two door, 42 x 36	18
Sofa	30
Stand, Dictionary	4
Stand, office machine, 18 x 18	3
Stand, office machine, 18 x 34	5
Stand, office machine, 24 x 36	6
Table, 14 x 26	3
Table, 24 x 36	6
Table, 34 x 45	12
Table, 34 x 60	15
Table, 36 x 72	18
Valet Rack, 30 x 20	6
Valet Rack, 51 x 20	8

E. Miscellaneous Space Allowances

1. File Areas. An allowance of 6 square feet will be made per letter file cabinet, and 7 square feet per legal file cabinet. **This will provide 4 foot aisles where rows of filing cabinets face one another, furnishing ample room for working the files and for normal traffic.** A cross aisle of 3 feet should be planned every 25 feet, if the row of files is that long.
2. Conference Rooms. There **are** no established standards for calculating the total square footage requirement for conference space for an organization. Consequently, conference requirements must be carefully tailored to an organization's mission and **experience**, and then **adjusted** to take into consideration the availability of building conference facilities **which** can be shared. Based on the number of conferees, the **following** allowances are made:


<u>No. of Persons</u>	<u>Sq. Ft.</u>
8	150
Up to 14	375
up to 24 -	500

For **larger** meeting rooms, with row type seating, an allowance of **150 square** feet, plus 10 square feet per person to be seated **is** authorized.

3. Reception Areas. Size **will** depend **largely** on the type and volume of **visitor** traffic. For planning purposes, 10 square feet per person usually served **may** be used as **a** guide.
4. Other Areas. For other administrative support and special areas such as mail **rooms**, reproduction **areas**, **EDP** and **EAM** machine rooms, libraries, etc. , there are no **establi** shed standards or **guidelines**. To determine space requirements for these areas, an **actual templated** layout must be made.

#### VI. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective **immediat ely**. Two (2) **copies** of each implementing document shall be forwarded to the **ASD(A)** within **sixty** (60) days.

  
**Solis Horwit z**  
**Assistant Secretary** of Defense  
 (Administration)